Follow the guidelines below for a Final Pay – Payroll Request.

The termination template transaction should be completed first.

- A Confirmation page displays after successfully submitting the Termination Template.
- Beneath the confirmation text, there is a link to Payroll Request.
- Click this link then select and complete the employee’s Final Pay.

<table>
<thead>
<tr>
<th>Payment within 72 hours</th>
<th>Payment at the time of Normal Paycheck</th>
</tr>
</thead>
</table>
| If the termination was involuntary OR the employee is ‘represented’ – even if the termination was voluntary: | Only if the termination was voluntary AND the employee is NOT ‘represented’:

  1. Ignore the default Pay End Date
  2. Enter details
  3. Add an initiator comment that they have to be paid within 72 hours due to involuntary termination or employee is represented.
  4. Check Accruals and enter Takes
  5. Complete and submit the form
  6. Open a Payroll Production EEC Request (Employee Experience Center) indicating the circumstances of the 72 hour request |
  1. Wait until the Pay End Date is the next, normal Pay End Date of the employee (bi-weekly or monthly)
  2. Enter details
  3. Check Accruals and enter Takes
  4. Complete and submit the form
  5. The employee will be paid on their next, normal pay date |